

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Code Enforcement Officer I Code Enforcement Officer II	<b>Job Family:</b> 3 3
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 23 27

**Definition:** Under general supervision, receive and investigate complaints regarding zoning and other Municipal Code violations; interact with public (including responsible and complaining parties); initiate enforcement actions, including preparation of notices of violation and citations; assist in case preparation for legal actions; testify in court; prepare staff reports; attend Council and committee meetings; make presentations; and assist in revisions to and development of ordinances.

**Distinguishing Characteristics:**

Code Enforcement Officer I: This is the entry-level class in the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks. Receives direction from higher-level management staff.

Code Enforcement Officer II: This is a full journey-level class within the Code Enforcement Officer series. This class is distinguished from the Code Enforcement Officer I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. Receives direction from higher-level management staff. May exercise technical supervision over less experienced staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Receive, record, investigate, inspect and respond to citizens' complaints concerning City Code and other laws, rules, and regulation violations as assigned.
2. Evaluate and gather information related to the applicable ordinances, codes, laws, rules and regulations and determines the proper course of action.

3. Make decisions regarding effective deployment of resources and prioritization of compliance.
4. Manage compliance with City codes.
5. Contact responsible parties, issue warning notices or letters regarding City Code violations and follow-up on compliance.
6. Coordinate investigations and compliance enforcement with City departments and outside regulatory agencies.
7. Maintain thorough and accurate records of and prepare records for City Code violations.
8. Issue citations on misdemeanors and infractions; research and prepare cases for prosecution and testify in court.
9. Maintain active liaison with homeowner groups, apartment and condominium associations, and local businesses as well as the Police Department, Community Development Department and Fire Department.
10. Attend community and neighborhood meetings; interact with key City staff and Councilmembers.
11. Coordinate neighborhood cleanups and participate in proactive code enforcement sweeps.
12. Prepare and give public presentations and staff reports regarding code enforcement; prepare and develop ordinances relating to code enforcement.

**Minimum Qualifications:**

Code Enforcement Officer I

Knowledge of: City codes and ordinances enforceable by the City; business English, spelling, grammar and basic report writing.

Ability to: Read, understand and identify City Code violations; increase knowledge of pertinent City codes; learn to perform routine inspection, investigation and enforcement of applicable codes and ordinances; gather information in an organized manner and draw a conclusion while applying applicable laws, rules and regulations; prepare neat and accurate reports; learn to

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manage a caseload up to and including resolving the case through the criminal or administrative process; follow prescribed procedures quickly and accurately; establish and maintain good relationships with citizens, business owners, homeowner groups, City, County offices, State offices and special districts; coordinate with City departments and governing entities to ensure compliance with code violations.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to completion of an Associate of Arts Degree and two years of related experience. Experience working with heavy public contact and/or enforcing codes and ordinances is highly desired.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license.

Code Enforcement Officer II

In addition to the qualifications for the Code Enforcement Officer I:

Knowledge of: City Code and code enforcement procedures.

Ability to: Perform routine inspection, investigation and enforcement of applicable codes and ordinances; conduct extensive research of City and County records; manage a caseload up to and including resolving the case through the criminal or administrative process.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of experience performing duties comparable to that of Code Enforcement Officer I in the City of Mountain View; equivalent to the completion of an Associate of Arts Degree.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license.

**Working Conditions:** The position requires outdoor work, interaction with the public and physical hazards. Code Enforcement Officers may also be required to work varying shifts (including nights, weekends and holidays) as well as attend occasional evening meetings.

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Established

Revised

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